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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Background Paper for Mr. Hugel's Talk to MI Careerists

FROM:

Thomas H. White
Director of Information Services
1206 Ames Building

EXTENSION

NO.

DATE

13 APR 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA

4/17/81 mh

Max:

Per our telephone conversation
this morning.

Thomas H. White

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BACKGROUND PAPER FOR MR. HUGEL'S TALK TO MI CAREERISTS

WHO WE ARE AND WHAT WE DO

The Office of Information Services (OIS) was established by DDA order in August 1980. The new Office and Career Sub-Group were established to provide a career service "home base" for all employees in the Agency (except the DO at present) who are involved with records management, registries, and information management in general. Before the establishment of OIS, registry and records management personnel in CIA had no career service of their own which they could look to for career development, training, and professional advancement. These employees belonged to whatever office they happened to be assigned and had little hope of advancing in their career field except on a "catch as catch can" basis. (U)

The Office of Information Services is specifically charged with the following major functions in addition to managing the MI Career Sub-Group:

- Responsible for planning and managing the Agency records management program.
- Coordinating and responding to public requests under the Freedom of Information and Privacy Acts.
- Implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information.
- Maintaining the Agency regulatory system. (U)

In addition, the Director of Information Services conducts liaison with other Government agencies on records management and information security program matters and responds to public inquiries on information security program regulations published in the Federal Register. (U)

A BRIEF GUIDE TO OUR ORGANIZATION STRUCTURE

The Office of Information Services has four (4) divisions through which it accomplishes the major functions for which it is responsible on an Agency-wide basis. They are:

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- Records Management Division. Through its components this division directs the Agency Records Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; and facilitates the segregation and disposal of records of temporary value.

- Information and Privacy Division. This division receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory review provisions of Executive Order 12065.

- Classification Review Division. This division manages the Agency program for systematic review under Executive Order 12065. CRD establishes systematic review guidelines and develops and implements systematic classification review procedures.

- Regulations Control Division. This division directs and monitors the processing, coordination, and publication of Agency regulatory issuances. RCD is responsible for maintaining editorial standards, working directly with initiators and coordinators of regulatory issuances to resolve substantive differences, and preparing coordinated regulatory issuances for the Director of Central Intelligence, Deputy Director for Administration, or Deputy Director for Operations approval. (U)

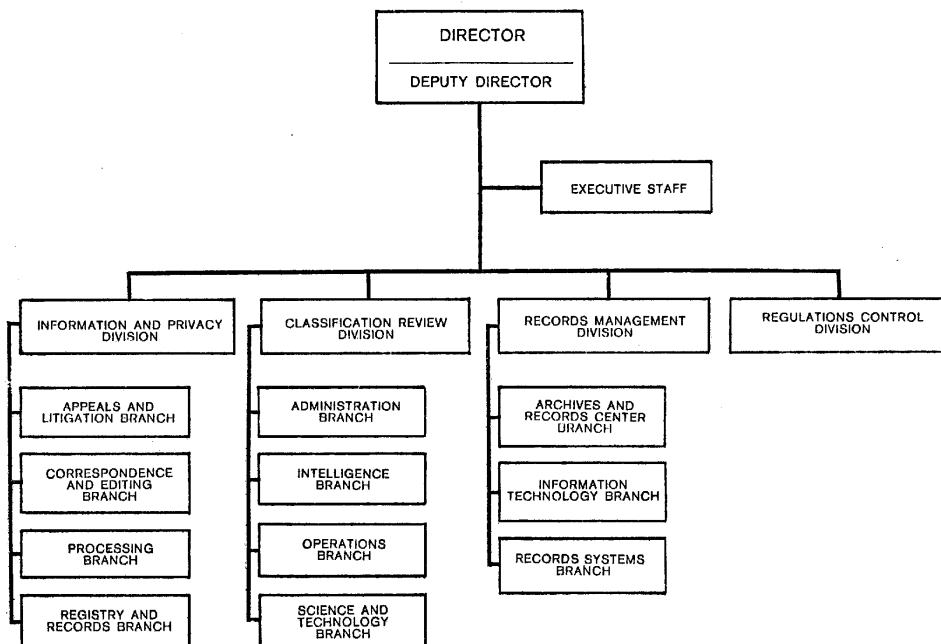
Through these four divisions the DDA exercises a planning, coordinating, and control function throughout the Agency to accomplish its information management responsibilities in accordance with the law and Executive orders.

OUR PRESENT STATUS

25X1 The Office of Information Services presently has responsibility for career management of [] employees in all parts of the Agency, except the DO. The positions in other Directorates which are designated as MI come under the career cognizance of OIS and the position ceiling remains part of the Directorate or Office in which they are located. The main body of OIS employees is located in the Ames Building with the exception of the Information and Privacy Division which has its offices on the first floor of Headquarters Building. (U)

This Conference marks the first gathering of MI Career Sub-Group employees since we became a DDA Office. Employees who are attending the conference are representative of all the Directorates and staffs of the Agency where they maintain the records management and registry functions for their components.

OFFICE OF INFORMATION SERVICES



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Revised: 9 February 1981 (1382)

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ORGANIZATION

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